To: ACHD Commission
From: Kaci Bader, Development Review Coordinator
Subject: Final Plat: Decatur Estates Subdivision No.1
Project Number: SUBP15-0016
Meeting Date: May 11, 2016

FACTS & FINDINGS:
1. Decatur Estates Subdivision No. 1 is a 35 buildable and 9 common lot residential subdivision on 13.72 acres. This site is located southwest of the intersection of W. McMillan Road and S Linder Road.
2. Decatur Estates Subdivision No.1 adds 1.09 centerline miles to the ACHD roadway system.
3. Decatur Estates Subdivision No. 1 does not have available transit.
4. The applicant is 4345 Linder Road LLC and the principal for the applicant is Todd Amyx, Manager
5. The preliminary plat was approved on April 8, 2015.
6. All conditions of the preliminary plat have been satisfied, except for the completion of the roadway improvements. The applicant has provided a financial surety of $770,200 in the form of cash in accordance with ACHD Policy Section 7103.2.
7. The applicant is responsible to complete all street improvements and conditions of approval required with the preliminary plat to ACHD standards by January 21, 2017 and prior to final acceptance of the street by ACHD and release of the financial surety.

RECOMMENDATION:
1. Approve the final plat of Decatur Estates Subdivision and authorize the President to endorse.

ATTACHMENTS:
1. Final Plat
2. Vicinity Map
DECAYUR ESATES SUBDIVISION NO. 1

CERTIFICATE OF SURVEY

Survey No. 11890

Date Surveyed: 11/19/93

Surveyor: [Signature]

[Stamp]

[Stamp]
DECATUR ESTATES SUBDIVISION NO. 1

LOCATED IN SECTION 35, TOWNSHIP 4 NORTH, RANGE 1 WEST, B.M.
MERIDIAN, ADA COUNTY, IDaho
SCALE: 1" = 1000'
A. Findings of Fact

1. **Description of Application:** This is an annexation, rezone, and preliminary plat application to allow for the development of 99 single family building lots and 12 common lots on 39.76 acres. The site is located at 4345 N. Linder Road in Meridian, Idaho. This application is consistent with the City of Meridian's Comprehensive Plan, which calls for medium density residential development for this site.

2. **Description of Adjacent Surrounding Area:**

<table>
<thead>
<tr>
<th>Direction</th>
<th>Land Use</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Single family residential/Office</td>
<td>R-4/L-O</td>
</tr>
<tr>
<td>South</td>
<td>Single family residential</td>
<td>R-8</td>
</tr>
<tr>
<td>East</td>
<td>Single family residential</td>
<td>R-8</td>
</tr>
<tr>
<td>West</td>
<td>Single family residential</td>
<td>R-4</td>
</tr>
</tbody>
</table>

3. **Site History:** ACHD has not previously reviewed this site for a development application.

4. **Transit:** Transit services are not available to serve this site.
5. **New Center Lane Miles:** This development is add 1.09 miles of new roadway to the public street inventory.

6. **Impact Fees:** There will be an impact fee that is assessed and due prior to issuance of any building permits. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time.

7. **Capital Improvements Plan (CIP)/ Integrated Five Year Work Plan (IFYWP):**
   - Linder Road is listed in the Capital Improvements Plan to be widened to 5-lanes from Ustick Road to McMillan Road between 2022 and 2026.
   - Ustick Road is listed in the Capital Improvements Plan to be widened to 5-lanes from Linder Road to Meridian Road between 2017 and 2021.
   - The intersection of Ustick Road and Meridian Road is listed in the Capital Improvements Plan to be widened to 5-lanes on the north leg, 6-lanes on the south, 7-lanes east, and 7-lanes on the west leg, and signalized in 2017.

B. **Traffic Findings for Consideration**

1. **Trip Generation:** This development is estimated to generate 942 additional vehicle trips per day; 99 additional vehicle trips per hour in the PM peak hour; based on the Institute of Transportation Engineers Trip Generation Manual, 9th edition.

2. **Condition of Area Roadways**
   Traffic Count is based on Vehicles per hour (VPH)

<table>
<thead>
<tr>
<th>Roadway</th>
<th>Frontage</th>
<th>Functional Classification</th>
<th>PM Peak Hour Traffic Count</th>
<th>PM Peak Hour Level of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linder Road</td>
<td>1,300-feet</td>
<td>Principal Arterial</td>
<td>700</td>
<td>Better than &quot;E&quot;</td>
</tr>
<tr>
<td>McMillan Road</td>
<td>N/A</td>
<td>Minor Arterial</td>
<td>331</td>
<td>Better than &quot;D&quot;</td>
</tr>
<tr>
<td>Ustick Road</td>
<td>N/A</td>
<td>Principal Arterial</td>
<td>995</td>
<td>&quot;F&quot;</td>
</tr>
</tbody>
</table>

   * Acceptable level of service for a two-lane principal arterial is “E” (690 VPH).
   * Acceptable level of service for a three-lane principal arterial is “E” (880 VPH).

   * Acceptable level of service for a two-lane minor arterial is “D” (550 VPH).
   * Acceptable level of service for a three-lane minor arterial is “D” (720 VPH)

3. **Average Daily Traffic Count (VDT)**
   *Average daily traffic counts are based on ACHD’s most current traffic counts.*

   - The average daily traffic count for Linder Road north of Ustick was 12,755 on 3/21/13.
   - The average daily traffic count for McMillan Road east of Ten Mile was 6,058 on 10/8/14.
   - The average daily traffic count of Ustick Road east of Linder Road was 17,740 on 8/1/14.
C. Findings for Consideration

1. Linder Road
   a. Existing Conditions: Linder Road is improved with 2 to 3-travel lanes, and no curb, gutter or sidewalk abutting the site. There is 73-feet of right-of-way for Linder Road (25-feet from centerline).
   
   b. Policy:
      Arterial Roadway Policy: District Policy 7205.2.1 states that the developer is responsible for improving all street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.
      
      Master Street Map and Typology Policy: District Policy 7205.5 states that the design of improvements for arterials shall be in accordance with District standards, including the Master Street Map and Livable Streets Design Guide. The developer or engineer should contact the District before starting any design.
      
      Street Section and Right-of-Way Width Policy: District Policies 7205.2.1 & 7205.5.2 state that the standard 5-lane street section shall be 72-feet (back-of-curb to back-of-curb) within 96-feet of right-of-way. This width typically accommodates two travel lanes in each direction, a continuous center left-turn lane, and bike lanes on a minor arterial and a safety shoulder on a principal arterial.
      
      Right-of-Way Dedication: District Policy 7205.2 states that The District will provide compensation for additional right-of-way dedicated beyond the existing right-of-way along arterials listed as impact fee eligible in the adopted Capital Improvements Plan using available impact fee revenue in the Impact Fee Service Area. No compensation will be provided for right-of-way on an arterial that is not listed as impact fee eligible in the Capital Improvements Plan.
      
      The District may acquire additional right-of-way beyond the site-related needs to preserve a corridor for future capacity improvements, as provided in Section 7300.
      
      Sidewalk Policy: District Policy 7205.5.7 requires a concrete sidewalks at least 5-feet wide to be constructed on both sides of all arterial streets. A parkway strip at least 6-feet wide between the back-of-curb and street edge of the sidewalk is required to provide increased safety and protection of pedestrians. Consult the District’s planter width policy if trees are to be placed within the parkway strip. Sidewalks constructed next to the back-of-curb shall be a minimum of 7-feet wide.
      
      Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.
      
      A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.
      
      Frontage Improvements Policy: District Policy 7205.2.1 states that the developer shall widen the pavement to a minimum of 17-feet from centerline plus a 3-foot wide gravel shoulder adjacent to the entire site. Curb, gutter and additional pavement widening may be required (See Section 7205.5.5).
      
      ACHD Master Street Map: ACHD Policy Section 3111.1 requires the Master Street Map (MSM) guide the right-of-way acquisition, arterial street requirements, and specific roadway features required through development. This segment of Linder Road is designated in the MSM as a Residential Arterial with 5-lanes and on-street bike lanes, a 72-foot street section within 96-feet of right-of-way.
c. **Applicant Proposal:** The applicant has proposed to dedicate 48-feet of right-of-way from the centerline of Linder Road abutting the site and to construct a 5-foot wide detached concrete sidewalk on Linder Road abutting the site.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District policy and should be approved, as proposed. The 5-foot wide detached concrete sidewalk should be located a minimum of 42-feet from the centerline of Linder Road abutting the site. The applicant should be required to provide a permanent right-of-way easement if public sidewalks are placed outside of the dedicated right-of-way.

Consistent with ACHD’s Frontage Improvement policy, the applicant should be required to widen the pavement on Linder Road to 17-feet from centerline where is does not currently exist.

2. **Internal Local Streets**
   a. **Existing Conditions:** There are no local streets within the site.

   b. **Policy:**
   
   **Local Roadway Policy:** District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

   **Street Section and Right-of-Way Policy:** District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

   **Standard Urban Local Street—36-foot to 33-foot Street Section and Right-of-way Policy:** District Policy 7207.5.2 states that the standard street section shall be 36-feet (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size. This street section shall include curb, gutter, and minimum 5-foot concrete sidewalks on both sides and shall typically be within 50-feet of right-of-way.

   The District will also consider the utilization of a street width less than 36-feet with written fire department approval. Most often this width is a 33-foot street section (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size.

   **Continuation of Streets Policy:** District Policy 7207.2.4 states that an existing street, or a street in an approved preliminary plat, which ends at a boundary of a proposed development shall be extended in that development. The extension shall include provisions for continuation of storm drainage facilities. Benefits of connectivity include but are not limited to the following:
   - Reduces vehicle miles traveled.
   - Increases pedestrian and bicycle connectivity.
   - Increases access for emergency services.
   - Reduces need for additional access points to the arterial street system
   - Promotes the efficient delivery of services including trash, mail and deliveries.
   - Promotes appropriate intra-neighborhood traffic circulation to schools, parks, neighborhood commercial centers, transit stops, etc.
   - Promotes orderly development.

   **Sidewalk Policy:** District Policy 7207.5.7 states that five-foot wide concrete sidewalk is required on both sides of all local street, except those in rural developments with net densities of one dwelling unit per 1.0 acre or less, or in hillside conditions where there is no direct lot frontage, in which case a sidewalk shall be constructed along one side of the street. Some local jurisdictions may require wider sidewalks.
The sidewalk may be placed next to the back-of-curb. Where feasible, a parkway strip at least 8-feet wide between the back-of-curb and the street edge of the sidewalk is recommended to provide increased safety and protection of pedestrians and to allow for the planting of trees in accordance with the District’s Tree Planting Policy. If no trees are to be planted in the parkway strip, the applicant may submit a request to the District, with justification, to reduce the width of the parkway strip.

Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

**Cul-de-sac Streets Policy:** District policy 7207.5.8 requires cul-de-sacs to be constructed to provide a minimum turning radius of 45-feet; in rural areas or for temporary cul-de-sacs the emergency service providers may require a greater radius. Landscape and parking islands may be constructed in turnarounds if a minimum 29-foot street section is constructed around the island. The pavement width shall be sufficient to allow the turning around of a standard AASHTO SU design vehicle without backing. The developer shall provide written approval from the appropriate fire department for this design element.

The District will consider alternatives to the standard cul-de-sac turnaround on a case-by-case basis. This will be based on turning area, drainage, maintenance considerations and the written approval of the agency providing emergency fire service for the area where the development is located.

**Landscape Medians Policy:** District policy 7207.5.16 states that landscape medians are permissible where adequate pavement width is provided on each side of the median to accommodate the travel lanes and where the following is provided:

- The median is platted as right-of-way owned by ACHD.
- The width of an island near an intersection is 12-feet maximum for a minimum distance of 150-feet. Beyond the 150-feet, the island may increase to a maximum width of 30-feet.
- At an intersection that is signalized or is to be signalized in the future, the median width shall be reduced to accommodate the necessary turn lane storage and tapers.
- The Developer or Homeowners Association shall apply for a license agreement if landscaping is to be placed within these medians.
- The license agreement shall contain the District’s requirements of the developer including, but not limited to, a “hold harmless” clause; requirements for maintenance by the developer; liability insurance requirements; and restrictions.
- Vertical curbs are required around the perimeter of any raised median. Gutters shall slope away from the curb to prevent ponding.

c. **Applicant’s Proposal:** The applicant has proposed to construct the entry road, Monument Drive with two 12-foot travel lanes, a 20-foot wide center landscape island, vertical curb, gutter, a 6-foot wide planter strip, and a 5-foot wide detached concrete sidewalk.

The applicant has proposed to construct all of the other internal local streets as 33-foot street sections with rolled curb, gutter, a 6-foot wide planter strip, and a 5-foot wide detached concrete sidewalk within 56-feet of right-of-way; with the exception of Ashton Drive, which is proposed to be constructed as a 29-foot street section with rolled curb, gutter, and a 5-foot wide attached concrete sidewalk within 50-feet of right-of-way.
The applicant has proposed to extend 3 stub streets into the site; Marche, Penngrove, and Watersong Way. As part of ACHD's March 24, 2010 action on Bridgetower Crossing No. 15 Penngrove Way was approved as a 25-foot wide minor local street, with vertical curb and gutter within 27-feet of right-of-way and a 5-foot wide attached concrete sidewalk along the west side of Penngrove Way within a 7-foot sidewalk easement. The applicant has proposed to extend Penngrove Way into the site with the same minor local street configuration.

d. **Staff Comments/Recommendations:** The applicant's proposal for the internal local streets and Ashton Drive meets District policy and should be approved, as proposed. The applicant should be required to provide written fire department approval for use of the reduced street sections (33, 29, and 25-foot street sections).

Parking on one side of Ashton Street and on both sides of Penngrove Way will be restricted. The applicant should be required to coordinate a signage plan with District Development Review Staff.

The applicant's proposal for Monument Drive does not meet District policy and should not be approved, as proposed. Typically a 20-foot wide travel lane is required on either side of a center landscape island. The applicant should either obtain fire department approval for use of 12-foot wide travel lanes on either side of the center landscape islands or redesign the entry road to provide for 20-foot wide travel lanes.

The proposed center landscape island should be reduce to a width of 12-feet, consistent with ACHD's Landscape Median policy. The center landscape island should be platted as right-of-way owned by ACHD. The applicant or the future home owners associate should enter into a license agreement with ACHD for any landscaping proposed to be in the center landscape island.

3. **Roadway Offsets**
   a. **Existing Conditions:** There is one defined driveway to the site, it is unpaved and located 360 - feet south of the north property line.

   b. **Policy:**
      Local Street Intersection Spacing on Minor Arterials: District policy 7205.4.3 states that new local streets should not typically intersect arterials. Local streets should typically intersect collectors. If it is necessary, as determined by ACHD, for a local street to intersect an arterial, the minimum allowable offset shall be 660-feet as measured from all other existing roadways as identified in Table 1a (7205.4.6).

      Local Offset Policy: District policy 7207.4.2, requires local roadways to align or provide a minimum offset of 125-feet from any other street (measured centerline to centerline).

   c. **Applicant’s Proposal:** The applicant is proposing to construct one roadway onto Linder Road, Monument Drive. Monument Drive is proposed to align centerline to centerline with Monument Street on the east side of Linder Road across from the site.

   d. **Staff Comments/Recommendations:** The applicant's proposal meets the intent of the Local Street Intersection Spacing policy, and should be approved, as proposed. As the new roadway Monument Drive is proposed to align centerline to centerline with Monument Street across from the site.

4. **Bridge for the White Drain Crossing**
   The District will require that the applicant submit the bridge plans for the crossing of the White Drain (Cool River Way) for review and approval prior to the pre-construction meeting and final plat approval. The bridge plans for the crossing of the White Drain should be prepared in accordance with ACHD Bridge Submittal Checklist.
5. Tree Planters

**Tree Planter Policy:** The District’s Tree Planter Policy prohibits all trees in planters less than 8-feet in width without the installation of root barriers. Class II trees may be allowed in planters with a minimum width of 8-feet, and Class I and Class III trees may be allowed in planters with a minimum width of 10-feet.

6. Landscaping

**Landscaping Policy:** A license agreement is required for all landscaping proposed within ACHD right-of-way or easement areas. Trees shall be located no closer than 10-feet from all public storm drain facilities. Landscaping should be designed to eliminate site obstructions in the vision triangle at intersections. District Policy 5104.3.1 requires a 40-foot vision triangle and a 3-foot height restriction on all landscaping located at an uncontrolled intersection and a 50-foot offset from stop signs. Landscape plans are required with the submittal of civil plans and must meet all District requirements prior to signature of the final plat and/or approval of the civil plans.

7. Other Access

Linder Road is classified as minor arterial roadway. Other than the access specifically approved with this application, direct lot access is prohibited to this roadway and should be noted on the final plat.

D. Site Specific Conditions of Approval

1. Dedicate 48-feet of right-of-way from the centerline of Linder Road abutting the site, as proposed.

2. Construct a 5-foot wide detached concrete sidewalk located a minimum of 42-feet from the centerline of Linder Road abutting the site, as proposed. Provide a permanent right-of-way easement if public sidewalks are placed outside of the dedicated right-of-way.

3. Widen the pavement on Linder Road to 17-feet from centerline where is does not currently exist.

4. Construct one roadway onto Linder Road, Monument Drive centerline to centerline with Monument Street on the east side of Linder Road across from the site.

5. Construct the entry portion of Monument Drive with two 12-foot travel lanes, a 12-foot wide center landscape island, vertical curb, gutter, a 6-foot wide planter strip, and a 5-foot wide detached concrete sidewalk. Obtain written fire department approval for the 12-footwide travel lanes or redesign the entry portion of Monument Drive to provide two 20-foot wide travel lanes.

6. Dedicate the 12-foot wide center landscape island as right-of-way owned by ACHD. Enter into a license agreement with ACHD for any landscaping proposed to be placed within the center landscape island.

7. Construct Ashton Drive as a 29-foot street section with rolled curb, gutter, and a 5-foot wide attached concrete sidewalk within 50-feet of right-of-way, as proposed. Parking is restricted on one side of Ashton Drive. Coordinate a signage program with ACHD Development Review staff.

8. Extend Penngrove Way into the site as a 25-foot wide minor local street, with vertical curb and gutter within 27-feet of right-of-way and a 5-foot wide attached concrete sidewalk along the west side of Penngrove Way within a 7-foot sidewalk easement. Parking is restricted on both sides of Penngrove Way; coordinate a signage program with District Development Review staff.

9. Construct all other internal local streets, including the extensions of Marche and Watersong Way, as 33-foot street sections with rolled curb, gutter, a 6-foot wide planter strip, and a 5-foot wide detached concrete sidewalk within 56-feet of right-of-way.
10. Submit the bridge plans for the crossing of the White Drain (Cool River Way) for review and approval prior to the pre-construction meeting and final plat approval. The bridge plans for the crossing of the White Drain shall be prepared in accordance with ACHD Bridge Submittal Checklist.

11. Other than access specifically approved, as part of this application direct lot access to Linder Road is prohibited and shall be noted on the final plat.

12. Payment of impacts fees are due prior to issuance of a building permit.


E. **Standard Conditions of Approval**

1. All irrigation facilities shall be relocated outside of the ACHD right-of-way.

2. Private Utilities including sewer or water systems are prohibited from being located within the ACHD right-of-way.

3. In accordance with District policy, 7203.3, the applicant may be required to update any existing non-compliant pedestrian improvements abutting the site to meet current Americans with Disabilities Act (ADA) requirements. The applicant’s engineer should provide documentation of ADA compliance to District Development Review staff for review.

4. Replace any existing damaged curb, gutter and sidewalk and any that may be damaged during the construction of the proposed development. Contact Construction Services at 387-6280 (with file number) for details.

5. A license agreement and compliance with the District’s Tree Planter policy is required for all landscaping proposed within ACHD right-of-way or easement areas.

6. All utility relocation costs associated with improving street frontages abutting the site shall be borne by the developer.

7. It is the responsibility of the applicant to verify all existing utilities within the right-of-way. The applicant at no cost to ACHD shall repair existing utilities damaged by the applicant. The applicant shall be required to call DIGLINE (1-811-342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.

8. Utility street cuts in pavement less than five years old are not allowed unless approved in writing by the District. Contact the District’s Utility Coordinator at 387-6258 (with file numbers) for details.

9. All design and construction shall be in accordance with the ACHD Policy Manual, ISPWC Standards and approved supplements, Construction Services procedures and all applicable ACHD Standards unless specifically waived herein. An engineer registered in the State of Idaho shall prepare and certify all improvement plans.

10. Construction, use and property development shall be in conformance with all applicable requirements of ACHD prior to District approval for occupancy.

11. No change in the terms and conditions of this approval shall be valid unless they are in writing and signed by the applicant or the applicant’s authorized representative and an authorized representative of ACHD. The burden shall be upon the applicant to obtain written confirmation of any change from ACHD.

12. If the site plan or use should change in the future, ACHD Planning Review will review the site plan and may require additional improvements to the transportation system at that time. Any change in the planned use of the property which is the subject of this application, shall require the applicant to comply with ACHD Policy and Standard Conditions of Approval in
place at that time unless a waiver/variance of the requirements or other legal relief is granted by the ACHD Commission.

F. **Conclusions of Law**

1. The proposed site plan is approved, if all of the Site Specific and Standard Conditions of Approval are satisfied.

2. ACHD requirements are intended to assure that the proposed use/development will not place an undue burden on the existing vehicular transportation system within the vicinity impacted by the proposed development.

G. **Attachments**

1. Vicinity Map
2. Site Plan
3. Utility Coordinating Council
4. Development Process Checklist
5. Request for Reconsideration Guidelines
Ada County Utility Coordinating Council

Developer/Local Improvement District
Right of Way Improvements Guideline Request

Purpose: To develop the necessary avenue for proper notification to utilities of local highway and road improvements, to help the utilities in budgeting and to clarify the already existing process.

1) **Notification:** Within five (5) working days upon notification of required right of way improvements by Highway entities, developers shall provide written notification to the affected utility owners and the Ada County Utility Coordinating Council (UCC). Notification shall include but not be limited to, project limits, scope of roadway improvements/project, anticipated construction dates, and any portions critical to the right of way improvements and coordination of utilities.

2) **Plan Review:** The developer shall provide the highway entities and all utility owners with preliminary project plans and schedule a plan review conference. Depending on the scale of utility improvements, a plan review conference may not be necessary, as determined by the utility owners. Conference notification shall also be sent to the UCC. During the review meeting the developer shall notify utilities of the status of right of way/easement acquisition necessary for their project. At the plan review conference each company shall have the right to appeal, adjust and/or negotiate with the developer on its own behalf. Each utility shall provide the developer with a letter of review indicating the costs and time required for relocation of its facilities. Said letter of review is to be provided within thirty calendar days after the date of the plan review conference.

3) **Revisions:** The developer is responsible to provide utilities with any revisions to preliminary plans. Utilities may request an updated plan review meeting if revisions are made in the preliminary plans which affect the utility relocation requirements. Utilities shall have thirty days after receiving the revisions to review and comment thereon.

4) **Final Notification:** The developer will provide highway entities, utility owners and the UCC with final notification of its intent to proceed with right of way improvements and include the anticipated date work will commence. This notification shall indicate that the work to be performed shall be pursuant to final approved plans by the highway entity. The developer shall schedule a preconstruction meeting prior to right of way improvements. Utility relocation activity shall be completed within the times established during the preconstruction meeting, unless otherwise agreed upon.

**Notification to the Ada County UCC can be sent to:** 50 S. Cole Rd. Boise 83707, or Visit iducc.com for e-mail notification information.
Development Process Checklist

Items Completed to Date:

☑ Submit a development application to a City or to Ada County
☑ The City or the County will transmit the development application to ACHD
☑ The ACHD Planning Review Section will receive the development application to review
☑ The Planning Review Section will do one of the following:
  □ Send a “No Review” letter to the applicant stating that there are no site specific conditions of approval at this time.
  □ Write a Staff Level report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.
  □ Write a Commission Level report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

Items to be completed by Applicant:

☐ For ALL development applications, including those receiving a “No Review” letter:
  - The applicant should submit one set of engineered plans directly to ACHD for review by the Development Review Section for plan review and assessment of impact fees. (Note: if there are no site improvements required by ACHD, then architectural plans may be submitted for purposes of impact fee assessment.)
  - The applicant is required to get a permit from Construction Services (ACHD) for ANY work in the right-of-way, including, but not limited to, driveway approaches, street improvements and utility cuts.

☐ Pay Impact Fees prior to issuance of building permit. Impact fees cannot be paid prior to plan review approval.

DID YOU REMEMBER:
Construction (Non-Subdivisions)
☐ Driveway or Property Approach(s)
  - Submit a “Driveway Approach Request” form to ACHD Construction (for approval by Development Services & Traffic Services). There is a one week turnaround for this approval.

☐ Working in the ACHD Right-of-Way
  - Four business days prior to starting work have a bonded contractor submit a “Temporary Highway Use Permit Application” to ACHD Construction – Permits along with:
    a) Traffic Control Plan
    b) An Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, if trench is >50’ or you are placing >600 sf of concrete or asphalt.

Construction (Subdivisions)
☐ Sediment & Erosion Submittal
  - At least one week prior to setting up a Pre-Construction Meeting an Erosion & Sediment Control Narrative & Plan, done by a Certified Plan Designer, must be turned into ACHD Construction to be reviewed and approved by the ACHD Stormwater Section.

☐ Idaho Power Company
  - Vic Steelman at Idaho Power must have his IPCO approved set of subdivision utility plans prior to Pre-Con being scheduled.

☐ Final Approval from Development Services is required prior to scheduling a Pre-Con.
Request for Appeal of Staff Decision

1. **Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the ROWDS Manager when it is alleged that the ROWDS Manager did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.

   a. **Filing Fee:** The Commission may, from time to time, set reasonable fees to be charged the applicant for the processing of appeals, to cover administrative costs.

   b. **Initiation:** An appeal is initiated by the filing of a written notice of appeal with the Secretary of Highway Systems, which must be filed within ten (10) working days from the date of the decision that is the subject of the appeal. The notice of appeal shall refer to the decision being appealed, identify the appellant by name, address and telephone number and state the grounds for the appeal. The grounds shall include a written summary of the provisions of the policy relevant to the appeal and/or the facts and law relied upon and shall include a written argument in support of the appeal. The Commission shall not consider a notice of appeal that does not comply with the provisions of this subsection.

   c. **Time to Reply:** The ROWDS Manager shall have ten (10) working days from the date of the filing of the notice of appeal to reply to the notice of the appeal, and may during such time meet with the appellant to discuss the matter, and may also consider and/or modify the decision that is being appealed. A copy of the reply and any modifications to the decision being appealed will be provided to the appellant prior to the Commission hearing on the appeal.

   d. **Notice of Hearing:** Unless otherwise agreed to by the appellant, the hearing of the appeal will be noticed and scheduled on the Commission agenda at a regular meeting to be held within thirty (30) days following the delivery to the appellant of the ROWDS Manager’s reply to the notice of appeal. A copy of the decision being appealed, the notice of appeal and the reply shall be delivered to the Commission at least one (1) week prior to the hearing.

   e. **Action by Commission:** Following the hearing, the Commission shall either affirm or reverse, in whole or part, or otherwise modify, amend or supplement the decision being appealed, as such action is adequately supported by the law and evidence presented at the hearing.